

Risk Assessment (RA) and Method Statement (MS)



Company Name: Concorde Blinds Direct Ltd.	Company Address: 4 Sunbeam Road, Woburn Road Ind. Est. Bedford, MK42 7BY
Contact Name: Liam Wills / Kieren Wills	
Description of Work Activity: Install Curtains & Tracks in showroom	Address of Works: Berry Group, 10-11 Syon Gate Way, BMW Showroom, Brentford, TW8 9DD
Date RA and/or MS Produced: 24/11/2025	
Date Work Will Begin: 10/12/2025	Order Ref: 12051

HAZARDS IDENTIFIED	INITIAL RISK	CONTROL MEASURE	REDUCED RISK
Operatives falling from height	3	Ensure all fitters have sufficient equipment and understand risks of working at height. Minimise duration of time working on platforms by preparing all components prior to stepping up.	1
Materials falling from height	3	Ensure fitters are experienced with all components required. Minimise quantity of materials taken up to working height.	1
Safe delivery of materials and equipment to the place of work	3	Make sure all pathways are clear before bringing equipment to working area. Ensure all packaging is secure. Reduce the amount carried by performing numerous trips to get all required materials to workspace safely.	1
Manual handling	2	Fitters are aware of correct manual handling practice. Weight of equipment reduced by limiting the number of products packaged/carried together.	1
Noise and/or Vibration Control	2	Ensure noise kept to a minimum. Inform others within working area when noise or vibration is about to occur.	1
Protection of members of the public	2	Ensure pathways are clear when unloading van. Tools only to be used when on site.	1
Waste removal and disposal	2	All waste / packaging to be removed from site once work is finished. Clear each workspace as soon as each blind is installed so no packaging is left behind.	1
Appropriate Personal Protective Equipment	2	PPE to be worn on site if required. Adhere to site specific regulations.	1

Risk based on scale of 1 (Low) – 5 (High)

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WORK ACTIVITIES:

Installation of new Curtains with Tracks in showroom where surveyed.

General Tools: Equipment required to complete installation – Pencil, Stanley Knife, Screwdriver, Battery Drill, Screws, Vacuum Cleaner.

Battery Tools: To be inspected by qualified personnel before use.

Access: Stable platforms will be used to access where necessary, provided by Concorde Blinds.

Appropriate Personal Protective Equipment: If required, Hard hat, high visibility vest, steel toe cap boots – all provided by Concorde Blinds Direct Limited.

WORKING HOURS

The work will be carried out during the day. The general working hours will be 8.30am to 5pm.

NOISE CONTROL

Concorde Blinds Direct Limited will carry out the work with the minimum of noise and inconvenience.

DELIVERIES

Goods to be taken to site by employees of Concorde Blinds Direct Limited.

Satisfactory arrangements for the safe storage and installation of goods to be agreed with site.

WASTE

Upon completion of the installation, Concorde Blinds Direct Limited will remove their rubbish from site.

CHILD SAFETY

Curtains are manually operated with no looped cords. There is no child safety risk to consider with these products.

ACCESS

It is assumed that access to all necessary areas will be allowed and that special restrictions do not apply.

FOOD & DRINK

Food and drink will not be consumed on site, if so, it will be in the site designated area.

PARKING

Parking in designated areas as directed by site contact.

INCIDENTS \ ACCIDENTS

Any accident or incident of any kind will be reported to the Site contact and recorded in the relevant books. First aid provided by site.

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DECLARATION

I confirm that I have read and understand the Risk Assessment and Method Statement for this project. Any queries I have I will raise immediately and postpone performing the job until I am happy that all risk has been assessed and reduced where possible. If I notice any further risk, I will report this straight away.

Signature:

Name:

Date:

Signature:

Name:

Date:

Signature:

Name:

Date: